



Montana Shared Catalog 2008 New Library Application

APPLICATION DEADLINE FOR ALL LIBRARIES: January 15, 2008

Application Timetables

LIBRARIES REQUESTING FINANCIAL ASSISTANCE:

Applications reviewed by Network Advisory Council: March 1-30, 2008

State Librarian brings LSTA FY08 budget to State Library Commission for approval:
by April 30, 2008

New MSC libraries notified: April 30, 2008

Libraries confirm acceptance: May 9, 2008

Implementation scheduling options for libraries requesting financial assistance:

(School libraries will automatically come under Implementation Schedule 2. If a school library strongly prefers Implementation Schedule 1, the library must reply in the affirmative to Application question #25. School libraries not requesting financial assistance automatically come under the implementation schedule for libraries not requesting assistance. See "Libraries not Requesting Financial Assistance".

Implementation Schedule, Option 1

Data libraries begin migration: May 19, 2008

Non-data libraries begin retrospective conversion: June 2, 2008

Data libraries go live: December 1, 2008

Non-data libraries go live following retrospective cataloging of 80% of circulating collection, or no later than June 2, 2009

Implementation Schedule, Option 2

Data libraries begin migration: October 1, 2008

Non-data libraries begin retrospective conversion: October 20, 2008

Data libraries go live: April 1, 2009

Non-data libraries go live following retrospective cataloging of 80% of circulating collection, or no later than October 20, 2009

LIBRARIES NOT REQUESTING FINANCIAL ASSISTANCE:

Applications reviewed by Network Advisory Council: January 16-20, 2008

Libraries notified: January 21, 2008

Libraries confirm acceptance: January 28, 2008

Implementation begins: February 4, 2008

Data libraries go live: August 1, 2008

Non-data libraries go live following retrospective cataloging of 80% of circulating collection, or no later than Feb 4, 2009

Table of Contents

3	Purpose
3	About this program
3	Financial assistance available
4	Eligibility
5	Eligible program expenses
5	Application process
5	Contacts, Help
6	Frequently Asked Questions
13.....	Application
13.....	Application checklist
13.....	Signature page
14.....	Library Information
17.....	Pre-qualifying questions
19.....	Essay questions

Purpose

The State Library is offering financial assistance to Montana libraries interested in joining the Montana Shared Catalog (MSC) consortia¹. The MSC runs on the SirsiDynix Unicorn integrated library system, presenting a public interface called iBistro. Take the MSC for a test drive: <http://montanalibraries.org>. An application, called “Workflows”, used by library staff runs on local workstations and supports circulation, cataloging, acquisitions, serials control, academic reserves, material booking and outreach functions.

For selected libraries, financial assistance will be provided to pay for SirsiDynix licensing and all data migration costs. This is typically limited to SirsiDynix, a data migration sub-contractor (DataMap) and possibly OCLC. Overall, our intention is to assist with funding the start-up costs. For this round of applications, these funds will be awarded in the order the applications merit, as determined by the evaluation process. LSTA grant funds will be disbursed directly for purchasing selected libraries’ SirsiDynix licenses, paying for data conversion, and other start-up costs paid to SirsiDynix.

Libraries wanting to join the MSC, with sufficient funds of their own and otherwise being qualified, may apply to join the MSC without requesting financial assistance. Approval of all applications depends upon the availability of MSC resources.

About this Program

The Montana Shared Catalog is a statewide project in part sponsored by the Montana State Library and paid for by participating libraries. MSL works with Montana libraries to ensure the delivery of quality, standards-based, networked library materials and services to all Montanans.

Financial assistance available

Federal Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) grant funds are available, in three programs². This money is used directly to pay for, in whole, selected libraries’ SirsiDynix, DataMap and OCLC conversion costs.

Program 1—Larger library

- Overview—LSTA funds will be used to assist larger libraries wishing to join the MSC.
- Definition of ‘larger library’—Having both 100,000 or more bibliographic records, and 25,000 or more service area population (or over 15,000 full-time-equivalent students, staff, and faculty). Counts

¹ The Network Advisory Council has recommended, and the State Library Commission has agreed, that LSTA funds be used to add libraries to the MSC, but not to other existing shared catalogs. See the MSC Business Plan <http://montanalibraries.org/MSC/MSCBusinessPlan.DOC>, page 7, 23+

² In the event requests for assistance are less than this amount, funds may be reassigned between larger, middle-sized and smaller library categories of programs, or the assistance amount limits may be altered. Funds, if available, will be allocated to cover, in whole, SirsiDynix, DataMap and OCLC conversion costs.

for library systems or consortia are figured as the sum of their individual counts³.

Program 2-- Middle-size libraries:

- Overview—LSTA funds will be used to assist middle-sized libraries wishing to join the MSC.
- Definition of ‘middle-sized library’—Having 35,000 to 100,000 bibliographic records, *and* 10,000 to 24,999 service area population (or 5,000 to 14,999 full-time-equivalent students, staff, and faculty). Counts for library systems or consortia are figured as the sum of their individual counts⁴.

Program 3—Smaller libraries

- Overview—LSTA funds will be used to assist smaller libraries wishing to join the MSC.
- Definition of ‘smaller libraries’— Not a “Larger or a Medium Library”.

Eligibility

- Any Montana publicly funded or not-for-profit library, including academic, institutional, public, school, or special library is eligible and encouraged to apply for either the larger or smaller library program. (For-profit libraries are invited to join the MSC, but are not eligible for LSTA funding.)
- Libraries may apply for either the Larger Library program, the Middle Library program, or the Smaller Library program, but not more than one program.
- Applicant libraries must appear in the online Montana Library Directory⁵
- Applicant libraries must have a Collection Management Policy on file at the State Library, or have a policy on review at the State Library.
- The reviewers are interested in proposals that:
 - Mutually improve the delivery of library materials and services to library users
 - Further the process of libraries-helping-libraries
 - Increase collegial interaction between participating librarians
 - Promote collaborative and consortia behavior in general
 - Further MSL’s aims for developing libraries through networked services
 - Support and improve the Montana Shared Catalog consortia
- Proposals will be scored using the above six measures.

³ For instance, if a library has 17,000 patrons, and its four branches add 2,000 patrons each, the total count would be 25,000 registered borrowers; likewise this would be figured for bibliographic records. Library systems and consortia are asked to apply as systems or consortia.

⁴ For instance, if a library has 17,000 patrons, and its four branches add 2,000 patrons each, the total count would be 25,000 registered borrowers; likewise this would be figured for bibliographic records. Library systems and consortia are asked to apply as systems or consortia.

⁵ <http://montanalibraries.org/Directory/Main/mldHome.asp>

Eligible Program Expenses

Applicants may request support for SirsiDynix-related costs, such as licensing, bibliographic conversion, project management, for DataMap-related costs, such as record conversion and deduplication, and for OCLC-related costs, such as bibliographic record extraction and/or initial clean up of bibliographic records.

Application Review Process

All applications will be reviewed by a subcommittee of the Network Advisory Council. The committee will send their recommendations to the State Librarian for action.

Both paper and electronic copies of your library's completed application must be received at the State Library by January 15, 2008, 5:00 p.m. Late or incomplete applications will not be considered.

Questions? Contacts, Help

Contact the MSC Director msc@mt.gov

FREQUENTLY ASKED QUESTIONS (FAQ)

Pg 6What's the primary value of being a MSC library?
Pg 6Who is the Montana Shared Catalog?
Pg 7Where are these libraries located?
Pg 7How many librarians are employed in MSC libraries?
Pg 7I understand the MSC has all types of libraries ... How many of each?

Pg 6Who, actually, is driving the MSC?
Pg 6What application and computer hardware does the MSC run on?
Pg 8Who fixes the MSC when it breaks?
Pg 8Why should my library join? What's the best part?
Pg 8What are some of the drawbacks of being part of the MSC?

Pg 9How is the MSC financed?
Pg 9What is the MSC budget?
Pg 9Is there a MSC business plan?
Pg 9How are MSC-related decisions made?
Pg 9How much does it cost to join the MSC?

Pg 9What is the annual cost of remaining a MSC member library?
Pg 10 ..What are the consortium's typical ongoing costs?
Pg 10 ..How is the ongoing cost figured?
Pg 11 ..How is the MSC staffed?

Pg 11 ..Can libraries form sub-groups within the MSC?
Pg 11 ..Need we join the Partner libraries when we join the MSC?
Pg 11 ..Can my library customize the public Web view of the MSC catalog?
Pg 12 ..What data can I migrate from my existing system?

Pg 12 ..Can we use the MSC to build our bibliographic and patron data files?
Pg 12 .. Why is a collection management policy required?

FAQ ANSWERS

Q: What's the primary value of being a MSC library?
A: By working in partnership with other MSC libraries, you will have the opportunity to more efficiently provide higher value services and better quality content to *your library's users*.

Q: Who is the Montana Shared Catalog?
A: The Montana Shared Catalog is a voluntary consortium comprised, as of April, 2007, of 82 libraries, including six branches. MSC libraries are found in sixty-three Montana communities, serving a combined population of approximately 420,000 and over 233,000 registered users.

The MSC currently includes three academic libraries, forty-three public libraries or public library branches, twenty-three school or school branch libraries, and thirteen special library members, stretching across the state from Whitefish to Glendive to Wolf Point.

Q: Where are these libraries located?

A: Sixty-one are in Western Montana (74%), nine in Central Montana (11%), eight in Eastern Montana (10%), and four (5%) on the Hi-Line.

There are several other shared catalogs in Montana: The Hi-Line Catalog, OMNI headquartered at MSU, the Montana Public Access Catalog at the U of M, and the Billings and Missoula school districts.

Q: How many librarians are employed in MSC libraries?

A: 350 as of April, 2007. MSC librarians work together on MSC-related issues; in many ways you are gaining a large virtual staff at the same time as you and your staff becomes part of the consortium.

Q: I understand the MSC has all types of libraries (academic, public, school, and special). How many of each type of library is in the MSC?

A: Three academic libraries (4%), forty-three public and public branch libraries (52%), twenty-three school and school branch libraries (28%), and thirteen special libraries (16%).

Q: Who, actually, is driving the MSC?

A: State Library staff work to make the MSC the best shared online library catalog it can be. Having said that:

- Policies are set by the membership, in partnership with MSL
- Budgets are set by the membership, in partnership with MSL
- MSC members assist with training and ongoing support. (Travel and per diem expenses are reimbursed by the MSC)
- Decisions about implementation details (cataloging, circulation, look-and-feel, etc.) are made by membership committees. The MSC membership has final approval.

Q: What application and computer hardware does the MSC run on?

A: We selected SirsiDynix Unicorn for Consortia⁶. The SirsiDynix application itself is about as good as an online public access catalog (OPAC) gets. The end-user sees what's called an iBistro or iLink Web-based interface, librarians have a workstation based application called "Workflows" that interacts with the Helena based servers. Director's Station is a web-based application that runs on its own server, allowing library directors and staff to query the system's history logs for statistical information on circulation, cataloging, acquisitions and user activity.

The catalog runs inside the State's wide area network on two RS/6000 IBM UNIX (AIX) servers; a p650 (production)⁷ and a p615 (development)⁸. A large storage area network (SAN) provides hard disk storage. A run-time version of Oracle is the database underlying our Unicorn application.

⁶ <http://www.SirsiDynix.com/Solutions/Markets/Consortia/>

⁷ <http://www-1.ibm.com/servers/eserver/pseries/hardware/midrange/p650.html>

⁸ <http://www-1.ibm.com/servers/eserver/pseries/hardware/entry/p6156c3.html>

The MSC server and data communications environment is designed to be as industrial strength (in terms of speed, reliability, robustness, and recovery in the event of a problem) as we can afford to make it. This costs money and requires a fair amount of expertise to maintain and operate. We believe we have, in partnership with the State's Information Technology Services Division, that expertise.

Q: Who fixes the MSC when it breaks?

A: MSC staff fixes stuff when it's broken, and tweaks stuff when it's not. You don't have to have on-site staff people to keep your library's online catalog functioning, the server is maintained in Helena.

Our goal is that the MSC is available to your staff and users, except for scheduled downtime for upgrades, large record loads, and maintenance.

For scheduled and unscheduled downtimes MSC libraries have access to the Unicorn system's Offline feature, to circulate materials if the server becomes unavailable.

The system's up and down times are tracked and are available at <http://montanalibraries.org/MSC/MSLmsc-home.htm>

You may need on-site staff people to keep your local area network running smoothly, your workstations online, and local (often Web) servers running smoothly.

Q: Why should my library join? What's the best part of being a MSC consortium member?

A: The good company you keep and what it lets you do for your patrons. Membership in the consortia is a great opportunity for Montana libraries to improve, through collaboration and cooperation, their delivery of quality library materials and services to their users.

Some MSC members are sharing patrons, materials, and beginning to talk about ways in which they might help each other stretch their materials purchasing budgets. Perhaps most significantly, MSC members share their smarts and imagination—can you imagine having 300 plus brains to pick when you have a problem or a bright idea?

Q: What are some of the drawbacks of being part of the MSC?

A: Once you join the MSC, you've made a long-term commitment. The expense of exiting the MSC, fairly substantial, would be borne by the library wishing to do so. This is a long term commitment to being a MSC consortia library.

You share your library's catalog with over 80 other libraries. It has to work for all. Working in a consortium requires that you and your library commit to communicating with other MSC members, to making operational and financial compromises, and to occasionally sharing in the consequences of decisions that lack immediate benefit for your library.

Q: How is the MSC financed?

A: Most of the annual operational funds come from member libraries. The State Library provides start-up financial assistance to libraries joining the MSC, and operational staff.

Q: What is the MSC budget?

A: The current MSC budget is available at
<http://montanalibraries.org/MSC/MLNmsc-home.htm>

Q: Is there a MSC business plan?

A: The *MSC Business Plan* details MSL's history and future plans
<http://montanalibraries.org/MSC/MLNmsc-home.htm>

Q: How are MSC-related decisions made?

A: Consortium members make every effort to reach decisions by consensus, in the spirit of cooperation. In the event that consensus does not occur, a 75% majority of the membership present at a membership meeting or voting electronically is required. An MSC executive committee and MSC topical working groups attend to operational decisions, and present suggestions to the membership for approval. The Montana State Library Commission makes some funding decisions, with advice from the State Librarian and the Network Advisory Council.

Your library has an equal voice in all the policy and financial decisions affecting the consortium.

Q: How much does it cost to join the MSC?

A: Start-up costs range from \$3,000 to many times this figure for large already-automated libraries. Montana-specific start-up costs have been negotiated with SirsiDynix, toward the goal of making the MSC affordable for all but the very smallest of Montana's libraries. A competitive MSC-start-up assistance program helps libraries afford the initial license and data-related expenses of joining the MSC.

The MSC Director will supply your library with two cost estimates: a start-up and an ongoing cost estimate.

The MSC is a bargain if you compare the costs of being a MSC library with running your own system. The initial and ongoing out-of-pocket and capital costs, combined with the time it takes to run a local system, and the value of librarians' time spent on computers instead of users, all add together to make owning your own system an expensive proposition.

A careful accounting reveals that the costs of being a MSC member are equal to or less than the costs for having a standalone microcomputer based catalog and circulation system.

Q: What is the annual cost of remaining a MSC member library?

A: Annual ongoing costs range from \$600 to many times this figure for larger libraries. See The MSC Director for an estimate of your library's anticipated costs.

All libraries pay as little as possible, given the costs of running the MSC. Libraries with larger collections, more users and higher yearly circulations pay more than libraries with smaller title, user and circulation counts. The smallest libraries receive an additional title, patron and cost share break. Our intent is to use a measure that equitably distributes the consortium's annual costs among MSC libraries, based on the record counts from the system on March 1, each year.

Q: What are the consortium's typical ongoing costs, and how much will they be in future years?

A: The consortium's typical ongoing costs include SirsiDynix software support, iBistro and iLink content, Director's Station licensing, hardware maintenance, test server support, authority maintenance, catalog cleanup, server room location costs, server replacement fund, training, meeting and conference costs and half the cost of the MSC assistant position. The total shared costs for FY08 are \$206,240. Ongoing costs can be expected to increase by 3 or 4% yearly.

Q: How is the ongoing cost figured?

A: A library's individual contribution to the ongoing costs of the MSC is determined by group consensus; every library has an equal vote. MSC's primary concern is to keep prices fair and affordable for all participating libraries (big and small, but taking special care to keep smaller libraries enfranchised), while meeting its financial obligations.

The MSC ongoing cost formula is based on four measures. Those measures are: title (30%), circulation (10%) and patron (30%) counts that come directly from the system. The remaining 30% is divided equally among libraries. Title, user and circulation record counts are done by system administrators on March 1 each year in order to create the next fiscal year's ongoing cost formula. Member libraries are invoiced by June of each year. The ongoing cost for libraries joining the MSC in the previous fiscal year is pro-rated the first year, based on the month their library policy was created in the system.

The following breaks are included:

- i. Title record break – libraries with under 10,000 titles records receive a 5,000 title break
- ii. Patron record break – libraries with under 3,000 patron records will not be charged for patron records
- iii. Equal share of 30% - libraries with under 8,000 title records AND under 1,000 patron records will pay a lower percentage that equals 1% of the 30%. The other libraries share the remaining balance equally.

The price structure strives to provide all libraries with a good deal, but takes exceptional care that it doesn't price large sized, medium or small libraries out of the catalog. It is a delicate balance and one that is annually reexamined by the group.

Q: How is the MSC staffed?

A: Federal funds pay for the MSC Director position and the Information Specialist position. The MSL Commission has agreed to split the cost of an additional position with the MSC membership. That position is the MSC Assistant. The MSC Assistant provides training and support to existing members, and has primary responsibility for adding new MSC members.

Staff from member libraries often works with one-another to solve problems, and on occasion, trains other librarians. While they are not MSC or State Library paid staff, their contribution is a vital part of the mix.

Q: Can libraries form sub-groups within the MSC?

A: Yes. Public libraries with branches present a system-wide catalog to their users. Flathead-area libraries present a multi-type 'visage' to Kalispell library users. School and agency libraries have the option of displaying their district's holdings as their default catalog.

Nine libraries are part of the "MSC Partner" sub-group and another seven are part of the "MSC 4 Rivers" sub-group, sharing books and patrons, and stitching their partnership together with the MSC and a courier service. Both groups also offer floating collections of new fiction, popular fiction, audio and video recordings to their patrons. These items remain on the receiving library's shelf until needed elsewhere, giving the local libraries a "new" set of materials to offer their users on a rotating basis. This has made their patrons very happy.

Q: Need we join the MSC Partner or the MSC 4 Rivers libraries when we join the MSC? Can we join these libraries later?

A: You need not join a sub-group when you join the MSC. If you decide you wish to join a group or groups later, your library must explore this first with the sub-group. (Libraries are encouraged to inquire about joining the MSC Partner or MSC 4 Rivers group, but they should know that there are circulation-policy and significant logistical details that must be worked out beforehand.)

Q: Can my library customize the public Web view of the MSC catalog?

A: The MSC catalog is available to anyone, anywhere, anytime, so long as they have Internet access and a Web browser. Our desire to customize the catalog to your library's unique needs and preferences is tempered by finite staff resources and the capabilities and limitations of the SirsiDynix Unicorn application.

Ibistro and ilink are the two Web interfaces available to your users. Their friendly Amazon-like Web interfaces include content (such as book jackets, table of contents, excerpts, and book reviews). This content is licensed from Syndetic Solutions, Inc., and your library's share of this consortia-wide cost is part of your ongoing expenses.

Some of the look-and-feel of the MSC system can be customized for your library; other aspects are determined by consortium-related requirements and cannot be changed to meet your library's needs.

Q: What data can I migrate from my existing system?

A: Bibliographic and item level data migrates well if it is in standard MARC format. Patron information can be migrated, although many libraries seize upon moving systems to reregister their patrons in the new system. Patron data in standard flat-text files from student-data or similar systems can usually be migrated. Circulation, serials control and acquisitions data is problematic to migrate and we do not attempt to migrate these types of data.

Selected libraries will begin a four to six month process of adding their records to the MSC. This process will include training, timed to meet the needs of new libraries coming online. Within three to five months, selected libraries' catalogs will typically be available over the Web, and libraries will begin to circulate items using the MSC SirsiDynix system.

Q: Can we use the MSC to build our bibliographic and patron data files? We have no electronic data files; instead we use a card catalog.

A: Yes, the MSC is a great tool to use to create an electronic duplicate of your card catalog. We can help you estimate how long it might take to get the job done. Libraries not migrating bibliographic data are required to enter 80% of circulating collection no later than one year after joining the MSC.

Q: Why is a collection management policy required?

A: Collection management policies are a prerequisite to maintaining a useful collection. Accordingly, the Montana State Library Commission requires grant seeking libraries to have a collection management policy in place and on file at the Montana State Library. This policy must be reviewed, updated, and on file at the State Library at least once every three years.

For the purposes of this year's application process, collection management policies must be received and approved, or received and under review, by the State Library.

APPLICATION
Montana Shared Catalog
Start-up Assistance Program
Application Deadline: January 15, 2008, 5:00 PM MDT

Instructions

- Use the forms provided, answer each question in context and as it is posed on the form, and answer each question completely. Failure to do so makes it difficult to score the application and therefore will disqualify the application.
- Attach supplemental pages and materials as requested or required
- To be considered, libraries must reply to the affirmative to all questions in Section C, Pre-qualifying Questions AND select an appropriate Implementation Schedule (end of Section C, Pre-qualifying Questions).
- Completed applications must include a signed and dated *paper application* sent to:
MSC 2008 Startup Assistance Program
Montana State Library
PO Box 1800, Helena, MT
59620-1800
- Additionally, completed applications must include an *electronic copy* in MS/Word format; electronic copies may be supplied on either a compact disc (sent to the address above) or e-mailed as an attached document to:
The MSC Director, e-mail to: msc@mt.gov (406) 444-3004

Application Checklist

- ___ Application
- ___ Paper copy, questions 1—49 attached to Library Information, Pg 14
 - ___ Signature Pg 13, signed and dated
 - ___ Electronic Copy (compact disc or 3 ½ inch disk)
 - ___ Collection Management Policies approved, or submitted and under review, by Montana State Library
 - ___ If applicable: Retrospective Cataloging Plan, signed by the librarian and the Board Chair, Principal or similar

Signatures

- We certify that this application for the Montana Shared Catalog Start-up Assistance Program is complete and accurate.
- We have attached additional material as requested.

Signature of librarian or other contact person	Date
--	------

Type or print librarian or contact person's name	Title
--	-------

Signature of Board Chair, Principal, or similar	Date
---	------

Type or print Board Chair, Principal, or similar name	Title
---	-------

Montana Shared Catalog 2008 New Library Application

Library Information

Questions about your library

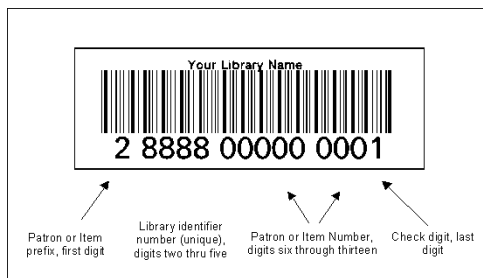
1. Library _____
2. Mailing Address _____

3. Contact _____
4. Contact phone _____ E-mail _____
5. Number of branches (in addition to the headquarters library) _____

Questions about your collection and patrons

6. How many titles, not copies, does your library have? _____
7. How many registered borrowers does you library have? _____
8. Is your circulation automated? ____ If so, what is your library automation system & version _____?
9. What percentage of your titles are in your local system? _____
10. What percentage of your borrowers are in your local system? _____
11. Is your library currently an OCLC member? _____
12. Are your holdings in OCLC? (If "yes", estimate number or percent) _____
13. Do you wish to migrate your patron records be transferred to the MSC electronically, or will you prefer to manually reregister your patron database?

14. Does your library use bar codes? _____



The MSC required barcode standard is:

- Codabar Mod 10
- 14 digit
- Final check-digit
- All numeric
- Starting digit of 2 for users and 3 for items

An example is given here.

What bar code schema does your library use?

If your library uses a different barcode format, you will have to re-barcode to join the MSC.

Are you requesting funding?

Please check all the sentences below that best describe your library's intentions and situation—

Does your library need financial assistance?

15. _____ My library wants to join the MSC and is applying for financial assistance.
16. _____ My library wants to join the MSC, we are applying for assistance, but will find other funding if we are not selected for these programs.
17. _____ My library wants to join the MSC, but without financial assistance we will have to wait for funding.
18. _____ My library wants to join the MSC, we have our own funding, and are not applying for either of these programs.

Large, Medium or Smaller Library

19. _____ My library is a Large Library, that is, we have both 100,000 or more bibliographic records, *and* 25,000 or more registered patrons. Start-up costs vary; please contact the MSC Director before **December 15, 2007** msc@mt.gov for an estimate.
20. _____ My library is a Medium Library, that is, we have both 35,000 to 100,000 bibliographic records, *and* 10,000 to 24,999 registered patrons. Start-up costs vary; please contact the MSC Director before **December 15, 2007** msc@mt.gov for an estimate.
21. _____ My library is a 'Smaller Library', that is, we are not a Large or a Medium Library. Start-up costs vary library by library, typically \$1000-\$10,000). Please contact the MSC Director before **December 15, 2007** msc@mt.gov for an estimate.

No automated catalog, no MARC records

22. _____ My library has no bibliographic records, but would create its database within the MSC Unicorn catalog Workflow interface. I understand my library cannot go live until at least 80% of our bibliographic items are entered into the MSC database. I further agree to enter at least 80% of my library's bibliographic items within the first twelve months, following training and subject to system availability.

23. _____ (If #22 is checked): I have attached a retrospective cataloging plan that enables my library to meet the twelve month requirement for entering my bibliographic items in the catalog. This plan has been signed by the librarian and the Board Chair, Principal or similar.

24. _____ MY LIBRARY REQUESTS THE IMPLEMENTATION SCHEDULE SELECTED BELOW. The library staff and library board understand that this selection is final and there is not the option to switch to another implementation schedule following our confirmation of acceptance into the MSC.

_____ IMPLEMENTATION SCHEDULE 1 (Schools automatically default to Implementation Schedule 2**)

_____ IMPLEMENTATION SCHEDULE 2 (All schools, unless noted in #25, below.)

_____ IMPLEMENTATION SCHEDULE 3 (Only available for libraries not requesting financial startup assistance)

**25. _____ My library is a school library and I am requesting Implementation Schedule 1. We commit to making available the appropriate school librarian and local system support as requested by MSC system administrators, DataMap and/or SirsiDynix staff through the entire Implementation 1 schedule, including any months the school and/or library is closed. During the entire Implementation 1 schedule, the librarian will be available to respond to all questions from MSC system administrators, DataMap and/or SirsiDynix staff, regarding converting local records and preparing records for the load to the MSC. Local system support will be available if needed to extract records when needed by the conversion vendor and SirsiDynix.

Pre-Qualifying Questions

The following are absolute requirements for joining the MSC catalog.

Your Library Must Agree To Questions 23 – 44, and Complete Q.25 To Become a Member of the Montana Shared Catalog

Please answer the following questions "YES" or "NO".

-
23. _____ I have read and agree to the conditions of the MSC By-Laws:
<http://montanalibraries.org/MSC/MSLmsc-home.htm>.
24. _____ I have received and agreed to price quotes, received from The MSC Director at MSL, for start-up costs.
25. _____ I have received and understand the cost *estimate*, received from The MSC Director at MSL, for ongoing costs.

Paid to SirsiDynix LSTA Money	Paid to Montana Shared Catalog, own money	Paid to Others, Own money	Total Paid (LSTA Plus own Money)

26. _____ My library has a current Collection Management Policy on file at the Montana State Library. This policy has either been approved or has been received and is being reviewed by the State Library. Our policy is signed and scheduled for review. (For more information: Academic, public, institutional or special libraries
<http://msl.mt.gov/slr/cmpola.html>, school media programs
<http://msl.mt.gov/slr/cmpolsch.html>)
27. _____ My board, superintendent, or other governing body has reviewed and approved this application. They have reviewed the conditions of the MSC Members Contract and will sign it if we join the MSC.
28. _____ My library will work with other MSC libraries toward improving the quality of library materials and services.
29. _____ My library will share bibliographic records.
30. _____ I understand that when joining the MSC catalog, my library will add its holdings to existing MARC records in the system. In the event that we add unique records, I understand that others will attach their holdings to this new master record.
31. _____ My library will actively contribute bibliographic records following the accepted best practices of the consortia; I have read and agree to the current version of the MSC Technical Services (Cataloging) Guidelines:
<http://montanalibraries.org/MSC/MLNmsc-home.htm>

32. _____ I have conferred with the MSC Director and we have agreed that either 1) our bibliographic and user records are of sufficient quality to electronically import into the MSC, or 2) we will by hand rebuild our bibliographic database using the MSC's cataloging functions.
33. _____ I understand the MSC trains cooperatively; my library will send staff to training and agrees to provide assistance to others.
34. _____ My library will attend all regularly scheduled membership meetings of the MSC consortia.
35. _____ My library is an OCLC member, or will become one no later than, December, 2007 and will remain so while a member of the MSC.
36. _____ My library has, or will have by December, 2007, a dedicated Internet broadband data communications link to our server (typically DSL, ATM, frame relay, or cable). We understand that dial-up Internet access is insufficient and that broadband Internet is an ongoing requirement. Your library is responsible securing and maintaining adequate data communications.
37. _____ We have or will have a stable local area network (LAN), with sufficient capacity for current and, we anticipate, increased needs engendered by joining the MSC.
38. _____ My library has or will have at least one catalog workstation for patrons.
39. _____ We have or will have at least one staff workstation to circulate books, catalog items, print notices and reports. We are able to support staff workstations running Windows XP operating system. We will be supporting a Macintosh operating system beginning this fall. The current version of the staff interface (Workflows) runs under Windows XP or a Macintosh OS X 10.4 or higher version.
40. _____ We understand that a *required standard bar code reader* will be ordered as part of the start-up costs borne locally. This standardization helps the MSC staff provide you with support. In addition to the required bar code reader, your library may purchase an *optional standard receipt printer* and an *optional dot matrix report printer*. To receive our support for the receipt and report printers, you must purchase the standard models used by others in the consortia.
41. _____ My library has, or will begin conversion to the MSC standard bar code format, from the time of our notification of acceptance in the MSC:
- 14 digit "Codabar mod 10"
 - Unique library identifier (contact The MSC Director)
 - Final check-digit
 - All numeric characters
 - Prefixes of "2" for patrons, "3" for item

42. _____ My library appears in the online Montana Library Directory⁹.
43. _____ I understand the MSC will continue to grow and add new libraries.
44. _____ I have read the MSC Business Plan¹⁰.

Essay Questions

Please attach pages as necessary to answer the following questions. Number each response with the corresponding question. Each question must be answered separately. Your response should be as brief as possible.

45. Why do you want to join the Montana Shared Catalog? Does joining the MSC fit into your library's long-range plan? *30 maximum points*
46. Describe how your library will be an active member of the MSC consortium. Please describe previous cooperative, collaborative, or consortia experiences that you, your staff members, or your library has been a part of. How will your staff participate within the consortium? *30 maximum points*
47. Describe your library's current resource sharing activities. Please include, in addition to a description of your activities, interlibrary borrowing and lending statistics from the last complete fiscal year. *20 maximum points*
48. On-going expenses vary with library collection, user and circulation size, currently ranging between \$600 to \$35,000 per year. Please describe your library's ability to meet these ongoing costs. (When we discuss your startup costs, we will tell you what similar sized libraries have paid in the past.) *10 maximum points*
49. Is your library interested in joining into this reciprocal borrowing group? Some members of the MSC share patrons, that is, while patrons remain associated with their home library, these patrons have reciprocal borrowing rights in other participating MSC libraries. For instance, a Flathead County patron can place a hold on a book owned by the Missoula Public Library, and vice versa. Sharing patrons has the effect of hugely increasing your library's collection, as well as the number of customers that you serve. *10 maximum points*

Questions?

Contact the MSC Director, msc@mt.gov

⁹ <http://montanalibraries.org/Directory/Browse/mldBbrowsemainmenu.asp>

¹⁰ <http://montanalibraries.org/MS/MSBusinessPlan.DOC>